



## **MISSOURI PUBLIC SERVICE COMMISSION**

### **JOB OPPORTUNITY**

---

---

#### **ACCOUNTANT I**

The Public Service Commission is seeking a skilled, detail-oriented individual to perform professional level accounting duties, including complex accounting tasks such as analysis and processing of all accounts payable documents utilizing the automated statewide accounting system (SAM II); auditing expense reports; preparation of financial reports; reconciliation and maintenance of agency accounts and related fiscal records. This individual will also provide technical assistance and interpretation to agency staff regarding state and agency policies, procedures and guidelines and state travel regulations.

Applicant must have substantial knowledge and experience with the SAM II financial areas and related policies and procedures; and a working knowledge of state financial management, appropriation, fund and budget procedures and state travel regulations. Must have the ability to perform detailed work using statistical and financial data and prepare complete and accurate accounting reports and statements in a timely manner.

Qualifications: Graduation from an accredited four-year college or university with a degree in Accounting or four years of governmental accounting experience at the level of Account Clerk II. Working knowledge of office methods and procedures and good communication skills are a must. Proficiency in Excel spreadsheet applications is required. Experience with Word and Access is preferred.

Starting salary range is \$26,964-\$27,876 annually with a potential increase at the end of a successful probationary period. To be considered for this position, please send application, resume and transcripts by **July 6, 2007** to: MO Public Service Commission, **Reference Number AD040707**, P.O. Box 360, Jefferson City, MO 65102. For additional information visit <http://www.psc.mo.gov>.

**An Equal Opportunity Employer M/F/D/V**